

JOB DESCRIPTION

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| Position Title | : | Blended Learning Coordinator |
| Department | : | Blended Learning Office |
| Report to | : | Blended Learning Manager |
| Reportee (if any) | : | N/A |
| Location | : | University of Puthisastra, Phnom Penh |

THE DEPARTMENT

The University of Puthisastra is seeking a dynamic and skilled educational development and online support professional to join our Blended Learning Team. The Blended Learning Team supports the University's commitment to:

- Quality, as articulated in the National Standards for Institutional Accreditation and the University's Strategic Plan;
- Learning and Teaching innovation and contemporary best practice; and
- Students, where our goal is to deliver an outstanding university experience for our students.

The Blended Learning Office coordinates contemporary and innovative learning and teaching pedagogy approaches across UP's academic offerings. It researches, tests and integrates learning technologies within a Learning Management System to provide curriculum leadership and support classroom teaching practices, ensuring a consistent, aligned taught and assessed curriculum through blended learning modalities.

THE ROLE

This full-time position reports to the Blended Learning Manager and is ideally suited for a person with a passion for education and a desire to learn and develop in the role. The role includes:

- Supporting the delivery of an exceptional learning experience for students
- Assisting in the development and delivery of outstanding training programs that inspire teaching staff to innovate their pedagogical approaches to maximize academic quality and student outcomes
- Designing and enhancing high-quality contemporary online learning materials for our learning management system (LMS)
- Supporting staff with embedding new technologies and pedagogies, particularly in regard to blended and flipped learning strategies.

I. Duties and Responsibilities

Educational Design:

- Support the Blended Learning Manager and faculties to:

- design and develop engaging, accessible, and pedagogically sound online content, or
- collaborate with teaching staff to assess and acquire new learning resources based on user needs and emerging trends.
- Conduct gap analysis assessments and assist in developing curriculum that aligns with University standards and educational objectives.
- Integrate multimedia and interactive learning tools to enhance course content and student engagement.
- Apply best practices in instructional design, including Universal Design for Learning (UDL) principles and minimum accessibility standards.
- Provide support in the development and implementation of blended and hybrid learning models.
- Undertake and promote quality assurance testing on resources and tools to be accessed by students or faculties.
- Assist in the continuous evaluation and improvement of online courses through feedback, assessments, and data analytics.

Online Platform Support:

- Troubleshoot and resolve issues related to online course delivery, and functionality of integrated educational tools (i.e. H5P).
- Conduct and participate in training sessions and workshops for faculty to improve their understanding of adult learning styles and proficiency in blended forms of delivery.
- Collaborate with IT and other departments to ensure seamless integration of educational technologies and resolve or refer technical challenges to relevant teams.

Collaboration and Communication:

- Work closely with faculties and the IT department to ensure the smooth implementation and operation of blended course delivery.
- Provide guidance on best practices for using digital tools, such as video conferencing, assessment tools, interactivity and digital collaboration spaces.
- Assist in the development of instructional materials, guides and assessment tools for faculty and students to enhance the online learning experience.

Professional Development:

- Stay current with trends, technologies, and innovations in instructional design and online education, including upskilling in the uses and implications of AI for students, lecturers and content development.
- Research ways to continuously improve e-learning programs and pedagogies at the university.
- Participate in ongoing professional development activities to enhance skills in educational technology, design, and online pedagogy

II. Minimum Qualifications and Requirements:

1. Experience:

- Experience designing or developing curriculum, and delivering digital learning experiences.
- Previous experience in a higher education setting with a sound understanding of faculty

requirements and expectations.

- Familiarity with Learning Management Systems (LMS), including Moodle, or similar platforms.
- Excellent written and verbal communication skills in English and Khmer.
- Demonstrated ability to work collaboratively with faculty, staff, and students

2. Education:

- Bachelor's degree in Education, Education Technology, Instructional Design, or a related field.
- Master's degree preferred.

3. Skills/Competencies:

- Experience with data analytics tools for tracking and assessing student progress and course effectiveness.
- Demonstrated knowledge of and experience in improving Learning and Teaching in higher education.
- Sound understanding of accessibility guidelines, such as WCAG 2.0, and experience designing for diverse learning needs. Familiarity with project management tools and processes.
- Familiarity with multimedia development tools.
- Knowledge of open educational resources (OER) and keen interest in contemporary and emerging educational technology trends